

REV 2 - Firkin Crane Covid-19 protocols for rental clients using the building and studios

Detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic

Version 26th August 2020

Updated in accordance with new phase 4 government guidelines August 24th

Before arriving

1. The team at Firkin Crane will provide any assistance the company/teacher might require in preparing their own protocols, risk assessment or other Covid-19 related processes required to resume activities in our studios.
Prior to entering the building the company must:
 - Complete the Firkin Crane visitors form
 - Have in place a Covid-19 Compliance Manager
 - Have complied with HSA regulations including the [Return to Work Form](#) for all your employees/helpers.

Should a Covid-19 Compliance Manager not be in place the Firkin Crane Covid-19 Compliance Manager can provide advice and support.
2. Company members, teachers and helpers must attend a Firkin Crane Covid-19 Protocols Induction that will introduce the new workings of the building. This should take place at least 24 hours in advance of classes resuming. All members of the company must complete this Induction.
3. Firkin Crane will provide the company with a copy of the ***Firkin Crane Covid-19 Adjusted Risk Assessment for activities in the building.*** [Available online click here](#)
4. Prior to accessing the studio the company/teacher must provide Firkin Crane with their own risk assessment regarding their particular activity in the studio.
5. Firkin Crane will provide the company/teacher with a copy of this **Firkin Crane Covid-19 protocols for using the building and studios** which includes **detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic.**
6. At least one day in advance of arrival we will ask that the company/teacher attend a brief induction by the Firkin Crane Covid-19 compliance manager. This should take about 15 minutes.
7. Firkin Crane requires 24 hours notice of the names of company/teacher employees and the numbers of each class, if different to previously provided information.
 - a) **From August 31st students in every class must be named on a class sign-in sheet and assigned to a numbered POD within the studio.**
 - b) **Ideally the same students will remain in the same PODs during the term.**

- c) The number of students on any one class sign-in sheet cannot exceed the total POD capacity in the designated studio.
 - i. Studio 1 has 5 pods of 6 places capacity 30
 - ii. Mirror room has 2 pods of 5 places and 1 pod of 4 capacity 14
 - iii. Chandelier room has 2 pods of 6 places capacity 12
 - iv. Studio 4 has 1 pod of 6 and 1 pod of 3 capacity 9
 - d) If the number of students in the class is 5 or less then the studio will be considered one POD.
8. To reduce the risk of the spread of the virus students are required to come ready for class. The dressing rooms will not be used as such except for access to bathrooms and this will be under strict distancing guidelines.
9. While class start times should remain the same in the most part, class timetables may need to be adjusted to accommodate studio capacity numbers for all Firkin Crane clients.
10. Each class must finish ten minutes earlier than usual. The reason for this is twofold:
- Allow for cleaning the studio.
 - Allow for students to exit the building before the next class arrives, thus avoiding unnecessary contacts and crossovers between students and parents and guardians.

Arriving at Firkin Crane

11. Parents and Guardians are requested to drop students off / hand over students to the teacher/ chaperone, no earlier than 5 minutes before class start time and be available to collect students 10 minutes before the end of class in order to facilitate cleaning the studio before between classes.
12. Independent students and teachers arriving for a class should arrive no earlier than 5 minutes before the class start time.
13. Parents and Guardians requested to be available to collect students at or just before the class end time.
14. There will be an entry queuing system in place outside **and inside** the Firkin Crane.
15. Students will be permitted into the building only when their studio is cleaned and ready and at class start time. **Unless they are the first class to use the studio that day.**
16. Please note, because of governmental requirements for Covid-19 contact tracing, social distancing and limits on the numbers capacity for indoor spaces, Parents and Guardians cannot be permitted inside Firkin Crane.
17. Only company/teacher representatives, teachers and students will be allowed enter the building. These will have updated Firkin Crane in advance and facilities for

contact tracing will be in place. All other individuals wishing to enter Firkin Crane will be required to complete the Covid-19 visitors form for contact tracing.

Inside Firkin Crane

18. On entering the building all persons aged 13 and over are required to wear a face covering. This can be removed when inside the studio, but must be worn on exiting the building also.
19. At all times throughout the building the social distancing guideline of 2m should be followed.
20. On entering the building the company, teachers and students will be required to adhere to the ***Firkin Crane Covid-19 protocols for using the building and studios*** as discussed during the Firkin Crane Covid-19 Protocols Induction ref item 2 above.
21. Wall mounted hand sanitiser dispensers are located at the entrance, throughout the building and at the exit.
22. On entering the Firkin Crane the student will report to the company/teacher representative or reception and have their name checked off the class register and guided to their studio. Please note many classes are in different studios from before.
23. When signing in every student will be assigned to a Studio POD. It is important that the student, teacher and reception have a record of the student and their pod.
24. A copy of the class register will be retained at reception so that Firkin Crane will know who is in the building at all times. If the attendance sheet is not complete when the class starts the company/teacher representative should make an accommodation for latecomers.
25. There are 3 individual bathrooms located on the entrance corridor and in the dressing rooms. Only one person per bathroom at a time. If one person is inside there will be instructions posted on waiting guidelines.
26. Each Pod will have designated one Bathroom and students from that pod must use that bathroom only.
27. There is an internal one-way system in place around the building. Every studio has **one door in** and **one door out**, with the exception of the Mirror room. However, we have designed the routes so that at no time will anyone need to pass another person in a corridor, on a stairway or on entering or exiting the building.

Inside the Studio

28. Firkin Crane has revised the Covid-19 distancing restrictions to comply with the latest government directives, with specific clarification issued by the **Department of Media, Tourism, Arts, Culture, Sport and the Gaeltacht as follows:**
 - a) "Indoor dance classes should remain at 6 only as per guidance however you may operate multiple pods if sufficient space is available and strict public health protocols are in place."
 - b) "In relation to all other indoor classes for children please refer to the guidelines from the Department of Children and Youth Affairs which can be found [here](#)."

29. On entering the studio the student must remove outdoor shoes and go directly to their assigned POD, enter the pod as per directions on the floor, and remain there until the end of class. Outdoor shoes are no longer permitted on the black dance floor. Shoe racks are provided. This includes teachers who have cause to go on the dance floor.

30. Firkin Crane recommends that teaching practice be tailored to adhere to Covid-19 distancing guidelines.

31. PODS are defined by thick white lines. Each POD can contain up to six students. **Students must not cross a POD dividing white line at any time.** Red stars on the studio floor indicate the position for students allowing for 2-meter social distance.

32. For adult classes the teacher should not move freely between PODS.

33. If the number of students in the class is 5 or less then the studio will be considered one POD.

34. Students must bring adequate drinking water as the Kitchen is closed.

35. Every person in the building must follow this one-way system throughout the building. If a person needs to leave a studio for any reason it must be through the exit door, following POD exit/entrance rules, and to re-enter they must proceed around the building by the one-way system to re-enter the studio. The student can re-enter the POD only when indicated by the teacher.

36. At the start of every day the Studio will be cleaned and sanitised. To avoid unnecessary interaction, Firkin Crane staff will not re-enter the studio again that day. (Unless in the case of an emergency).

37. A cleaning-hygiene station is provided in each studio. After each class it is the responsibility of the company/teacher to clean the studio for the next class, be it a class from the company/teacher or from another company/teacher. Please note that Firkin Crane has in place a system for regularly cleaning touch points around the building but not inside the studios during the day.

The studio cleaning station contains:

- Disposable gloves
- A mop pre filled with cleaning agent for the floor
- A spray bottle with cleaning agent, for touch surfaces including door handles, shoe rack, Ballet Barres any other surfaces a student or teacher might have been in contact with.
- Paper wipes for wiping down after spraying.
- Hand sanitiser for the person/s doing the cleaning.
- A covered bin for waste material.

End of Class, leaving the building

38. At the end of each class the students must leave their POD in strict order of exit from the studio, one POD at a time. PODS can only be exited when the teacher indicates it is safe to do so, and only through the POD entrance/exit. A student must never cross the dividing white line of the POD.
39. Students should leave the building promptly following the one-way system. In all circumstances persons coming down a set of stairs will have the right of way over those on level ground. 2 meter distancing must be followed while leaving the building
40. On leaving the building via the Exit Only door students should move promptly through the Red Squared Box and down the steps
41. Parents and Guardians are requested to be available to collect students 10 minutes before the end of class in order to facilitate cleaning the studio before between classes.
42. In the event a student is going directly to another studio they must first report to the company/teacher representative at the entrance. If the class is not due to start within 5 minutes they must leave the building and re-enter within 5 minutes of their class start time. In some instances it may be permissible for a student staying for a second class in the same studio to remain in the studio, but stand aside for cleaning. On the incoming class list they should be marked as in the class and in the same POD as the previous class. If more than two students are staying for a second class they should be sharing the same POD from the first class.

Please note

43. Contact tracing is a key element in stopping the spread of Covid-19. The company/teacher must co-operate with the Firkin Crane Covid-19 compliance team and follow the relevant HSA [checklist](#) should an incidence of the virus occur in the building.
44. Two Covid-19 isolation rooms are provided in the building. One located outside studio 4 and one is the Board Room.
45. The company/teacher must ensure that their employees, helpers, contractors are familiar with Firkin Crane **Covid-19 protocols for using the building and studios**

and understand the **detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic**".

46. Firkin Crane retains at all times the sole and exclusive right to determine the times for opening and closing the building, to reserve the right of admission to the building at all times, to control and manage the building in light of the Governments agencies Covid-19 requirements and guidelines.
47. Firkin Crane reserves the right to amend these protocols should circumstances arise and in line with Government guidelines.
48. If you are in agreement with these terms please sign and return. Your signing of the protocol signifies that you have read and understood the Firkin Crane **Covid-19 protocols for using the building and studios and understand the detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic.**

**Signed on behalf of
The Firkin Crane**



Date: 30th August 2020

**Signed on behalf of
[insert company/teacher name]**

Date: xx/xx/xx